

PROVINCE OF SASKATCHEWAN



07-08

OFFICE OF THE
PROVINCIAL SECRETARY

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This annual report is also available in electronic format from the ministry's web site at
www.ops.gov.sk.ca.

Letters of Transmittal



The Honourable Dr. Gordon L. Barnhart
Lieutenant Governor of Saskatchewan

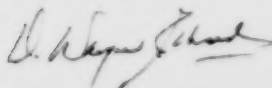
Your Honour:

It is our privilege to submit to you the Annual Report of the Saskatchewan Office of the Provincial Secretary for the fiscal year ending March 31, 2008.

We are committed to accountability and to ensuring that we deliver on promises made to Saskatchewan people in 2007-08 in the election platform, the Speech from the Throne and in the Minister's Mandate letter.

Our government is working hard to build on its values of growth, security and promises. We are investing in Saskatchewan in a way that ensures the momentum translates into long-term, sustained economic prosperity, and to make certain that the benefits of the growing economy are felt by everyone who calls Saskatchewan home.

Respectfully submitted,



D. Wayne Elhard
Provincial Secretary



The Honourable D. Wayne Elhard
Provincial Secretary

Dear Minister:

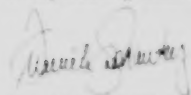
It is my honour to submit the Annual Report of the Saskatchewan Office of the Provincial Secretary for the fiscal year ending March 31, 2008.

This report reflects a year of transition from what was the Department of Government Relations and focuses on the stand-alone ministry, the Office of the Provincial Secretary.

Since the election in November 2007, there is a new strategic direction and our government is reviewing the planning and reporting processes for all the ministries to ensure we deliver on our commitments and are accountable to the people of Saskatchewan.

This report will provide progress on those commitments as they relate to the ministry as of March 31, 2008. We look forward to furthering our commitment to improved accountability as 2008-09 progresses.

Respectfully submitted,



Fredrick D. (Rick) Mantey
Deputy Provincial Secretary

Introduction

Since the election in November 2007, the new government undertook a reorganization that has specifically affected this ministry. This report is being prepared at a time of transition to a new government's agenda and will provide reporting on key public commitments made during 2007-08 with a greater focus on commitments made by the new government since November 2007.

For the purposes of this report, progress will be reported on key commitments aligned with the ministry's organizational structure as of March 31, 2008. This will include key actions and performance measures that were published in 2007-08, but will also include the new government's commitments since November, including the Minister's Mandate and other key public commitments. Progress is reported as of March 31, 2008 on all of these key actions and commitments.

Ministry Overview

Previously, the responsibility for the Office of the Provincial Secretary was in the Department of Government Relations, along with that of Intergovernmental Affairs and Municipal Affairs. In November 2007, as a result of the government-wide restructuring initiative, the new stand-alone ministry – the Office of the Provincial Secretary – was created.

The Office of the Provincial Secretary includes Protocol and Honours, Government House, the Office of French-language Co-ordination and the Office of the Lieutenant Governor.

Protocol and Honours is responsible for official visits, Premiers' Conferences, functions and symbols, the Legislative Building art collection and the provincial Honours and Awards Program. The Honours and Awards Program, which recognizes the contributions of our citizens to the well-being of Saskatchewan people, includes the Saskatchewan Order of Merit, the Saskatchewan Volunteer Medal, the Saskatchewan Protective Services Medal, the Saskatchewan Distinguished Service Award, the Premier's Award for Excellence in the Public Service and the Saskatchewan Youth Award. Information on the provincial Honours and Awards Program can be found at www.ops.gov.sk.ca/protocol.

Government House is a key museum and provincial heritage property with a mandate to provide educational programs to schools and the community-at-large, tourism opportunities, a government hospitality facility, and the Office of the Lieutenant Governor.

The Office of French-language Co-ordination (OFLC) facilitates the liaison between the provincial government and the Francophone community of Saskatchewan by supporting ministries, Crown corporations and agencies with a view to improving French-language services in the province, by guiding and monitoring the implementation of the Government of Saskatchewan French-language Services Policy, by co-ordinating intragovernmental French-language initiatives and by providing quality translation services. As well, the OFLC provides the Francophone community with a point of access to the provincial government.

In addition, it is important to note that the three new ministries created from Government Relations (including the Office of the Provincial Secretary) all participate in a shared services arrangement for the provision of their central financial, communication and administrative services.

Mandate

The ministry promotes Saskatchewan's interests and celebrates Saskatchewan's identity and diversity. The ministry co-ordinates and manages matters relating to official protocol, provincial honours and awards, Government House, and French-language services. It also provides administrative services to the Office of the Lieutenant Governor.

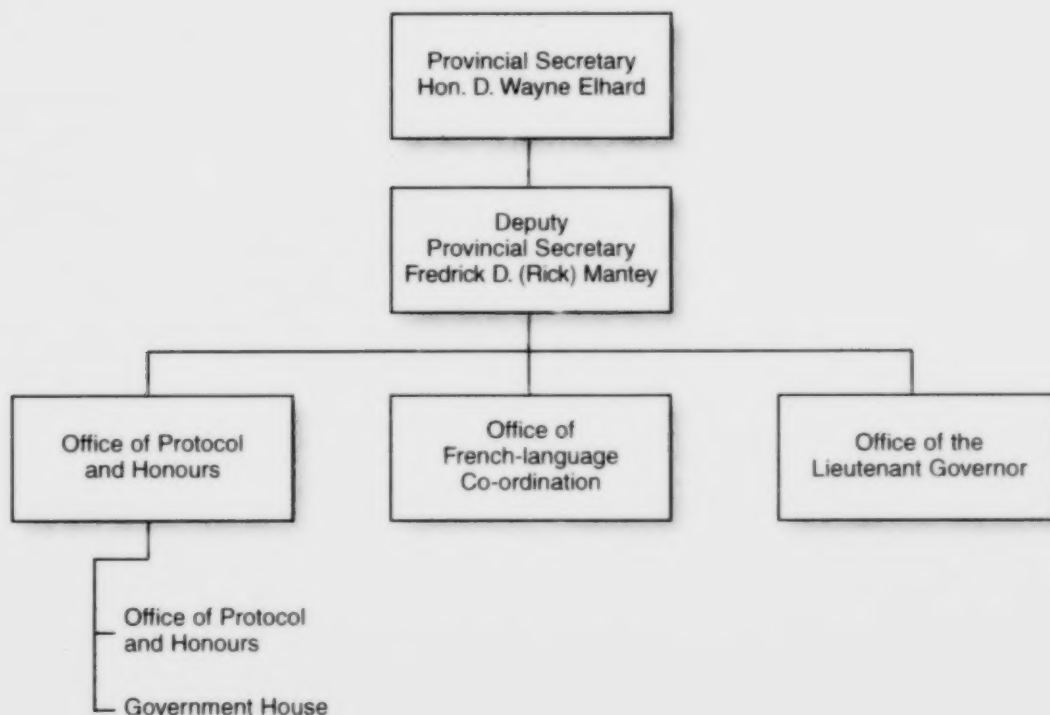
Key Programs and Services

The Office of the Provincial Secretary is comprised of the following key program areas:

- Protocol and Honours
- Government House
- French-language Co-ordination
- Office of the Lieutenant Governor

The ministry had 25.8 full-time equivalents in 2007-08 with offices at two Regina locations.

Organizational Chart as at March 31, 2008



Please Note: The Office of the Provincial Secretary obtains financial, administrative, communications, HR and IT services through shared services arrangements with a number of ministries.

Progress in 2007-08

The following section provides updates on those actions and performance measures from the 2007-08 Performance Plan for the former Department of Government Relations as they relate to the Office of the Provincial Secretary. These updates are organized by the ministry's key programs: Protocol and Honours, Government House and the Office of French-language Co-ordination.

Protocol and Honours

Protocol and Honours is responsible for:

- Planning, co-ordination and execution of official visits to Saskatchewan of:
 - ~ diplomats accredited to Canada (ambassadors and high commissioners and their staff posted to Ottawa)
 - ~ members of the consular corps (consuls-general, consuls, etc.)
 - ~ heads of state and government from other countries and delegations involving people of ministerial rank or higher
 - ~ the Governor General
 - ~ members of the Royal Family
- The provincial Honours and Awards Program, including the following:
 - ~ Saskatchewan Order of Merit
 - ~ Saskatchewan Volunteer Medal
 - ~ Saskatchewan Distinguished Service Award
 - ~ Saskatchewan Protective Services Medal
 - ~ Premier's Award for Excellence in the Public Service
 - ~ Saskatchewan Youth Award
 - ~ recognition of Saskatchewan recipients of Canada's national honours
- Ceremonial occasions, such as:
 - ~ presentations of Honours and Awards
 - ~ special recognition events
 - ~ installation of the Lieutenant Governor
 - ~ official portrait unveilings
 - ~ state funerals
- Provincial emblems policy, including:
 - ~ policy, definition and uses of provincial symbols
 - ~ application of *The Provincial Emblems and Honours Act*
 - ~ approval of non-governmental use of official emblems
- Government gift policy and gift bank
- Legislative Building galleries and art collection, including:
 - ~ management of the Athabasca, Assiniboine, Saskatchewan and Qu'Appelle galleries
 - ~ accessioning of new art works and artifacts
 - ~ commissioning of portraits of Lieutenant Governors and Premiers
- Protocol consulting and advisory service:
 - ~ for government ministries and agencies, municipalities, organizations and the general public
 - ~ on visits, the diplomatic and consular corps, the Canadian Crown, precedence, forms of address, symbols, ceremonial, dress, etiquette

Manage the Saskatchewan Honours and Awards Program, including the development and implementation of an outreach strategy.

- Protocol and Honours implemented an outreach strategy that included one-on-one meetings with presidents of three universities and two colleges to promote the Saskatchewan Youth Award. These meetings resulted in an overall increase of 85 per cent of nominations and an increase from 7 to 13 per cent of Aboriginal nominations. Promotion through public events, consultation and general inquiries also provides an opportunity to increase awareness of the Province's Honours and Awards Program and how it contributes to a strong sense of community and pride.

Prepare and implement Saskatchewan's 2007 Royal Visit.

- Protocol and Honours successfully co-ordinated and executed the visit to the province by The Princess Royal in June 2007.

Protocol and Honours, in collaboration with Intergovernmental Affairs, manages official visits to the province.

- Protocol and Honours, in collaboration with the Ministry of Intergovernmental Affairs, developed a proposal and strategy for increasing official visits to Saskatchewan.
- Protocol and Honours, in collaboration with the Ministry of Intergovernmental Affairs, successfully co-ordinated and executed 20 official visits to Saskatchewan, fulfilling the promise to increase official visits.

Co-ordinate the 2008 Western Premiers' Conference (WPC), in collaboration with Intergovernmental Affairs.

- Protocol and Honours began the co-ordination of matters related to the hospitality, registration, logistics, accommodation, security and social programming of the WPC in May 2008. This included working with the host community and other stakeholders, including the Ministry of Intergovernmental Affairs.

Appropriately incorporate the perspectives and protocols of First Nations and Métis peoples in the planning and development of Honours and Awards programming and protocol practices.

- Protocol and Honours is delivering on its commitment and continues to incorporate Aboriginal protocol and perspectives into events. During the 2007 Saskatchewan Order of Merit, an Honour Song was performed during the Investiture. Protocol and Honours continues to include Elders in many events to perform spiritual blessings.

Collaborate with key stakeholders in the development of an educational tool and virtual inventory of the Legislative Building Art Collection.

- This is still to be developed; further steps are being taken in the 2008-09 fiscal year.

Measurement Results

Proportion of Aboriginal people, women, and rural/small urban nominations in Honours and Awards Programs

- Aboriginal people comprised 5 per cent of nominations, women made up 43 per cent, and rural/small urban accounted for 34 per cent.

Nominations in Honours and Awards Programs

	Baseline – March 31, 2003	2004-05	2005-06	2006-07	2007-08
Aboriginal	5%	4.5%	4.3%	3.3%	5%
Women	37%	34.5%	39%	35%	43%
Rural/small urban	27%	33%	31.5%	28.5%	34%

Data Source: Actual nominations received, as recorded by the ministry

Government House

From 1905, when Saskatchewan became a province, until 1945, Government House served as the official residence of the Lieutenant Governors. Since then, the house was used as a convalescent home for veterans returning from the Second World War, and as an adult education centre until the mid 1970s. From 1981 to the present, Government House functions as a tourism destination and an educational facility for the general public. It is a museum circa 1900, displaying artifacts of Amédée Forget when he was Lieutenant Governor. The Office of the Lieutenant Governor returned to Government House in 1984 and continues to occupy the north wing of the House. The building also serves as a hospitality facility for governments, non-profit organizations and public groups.

In May 2005, Her Majesty The Queen officially opened the new wing named in her honour, "The Queen Elizabeth II Wing," and the new self-guided J.E.N. Wiebe Interpretive Centre that features interactive multi-media presentations, murals and highlights the history of the Crown and governance in Saskatchewan.

Develop and implement a marketing plan for Government House, targeting increased awareness. This will include the following:

- **Appropriate promotional signage;**
 - **Publications and promotional materials;**
 - **A targeted outreach program; and**
 - **Mutual promotional partnerships with similar tourism facilities.**
- The following initiatives have been undertaken:
 - ~ Placed 20 promotional ads in tourism-related publications, including joint partnership promotions with other Regina destinations;
 - ~ Developing a multi-year marketing plan to be implemented for 2008-09 – focus on web marketing;
 - ~ Re-designed the web site and updated/renewed content;
 - ~ Attended the Saskatchewan Teachers Federation Conference in both Saskatoon and Regina reaching 8,000 Saskatchewan teachers; and
 - ~ Marketed Government House education programs to 1,300 Saskatchewan schools, realizing an increased visitation by schools.

Initiate funding search from provincial, federal, private and corporate sources in collaboration with Government House Foundation for Phase III development.

- A steering committee has been assembled forming the Government House Edwardian Gardens Project Team.
- The committee has re-engaged the Centennial Project design team and is proceeding with developing conceptual drawings for the completion of the final Phase III component.
- The Government House Foundation and the Government of Saskatchewan are jointly seeking and committing the resources necessary to complete the project and fulfill the promise made to the many donors and contributors to the project.

Review the user policy for hospitality functions to encourage increased usage of the Government House site.

- The facility use policy is under review and will be amended to support an enhanced Government House education, tourism and hospitality event facility, including an added focus on the rehabilitated grounds/gardens that will make Government House a destination of choice that contributes to a strong community.

Measurement Results

Usage, attendance and awareness of Government House by:

- *school groups*
- *Saskatchewan public*
- *out-of-province visitors*

- Attendance of education programs by Saskatchewan students increased by 19 per cent. This marked increase may be attributed to an aggressive marketing campaign directed to 1,300 Saskatchewan schools.
- Attendance by Saskatchewan and out-of-province tourists declined by 36 per cent. This decrease may be attributed in part to a marked decrease in Canadian tourism vacation travel from the U.S.
- Overall visitation to Government House declined by 13 per cent over the 2006-07 season.

The Office of French-language Co-ordination

The Office of French-language Co-ordination (OFLC):

- Acts as a first point of service for French-language requests and promotes available French-language services for the Government of Saskatchewan;
- Offers translation services for French and English to ministries, Crown corporations and agencies;
- Provides strategic advice to the Minister and other ministries, Crown corporations and agencies with a view to improving French-language services in the province;
- Supports Saskatchewan's internal and external consultative bodies for French-language services;

Government House Attendance Records

	2006	2007
School groups	3,241	4,233
Saskatchewan public and out-of province visitors	7,862	5,173

Data Source: Actual data files as maintained by the ministry.

- Manages the Canada-Saskatchewan Agreement on French-language Services strategic plan and the ongoing reporting process; and
- Supports the Minister in his role at the Ministerial Conference on the Canadian Francophonie by representing Saskatchewan on the Intergovernmental Network of the Canadian Francophonie.

Foster the creation of consultative committees and action plans with targeted ministries, Crown corporations and agencies to maintain effective consultation between government and the Francophone community.

- The OFLC has developed and is monitoring a government-wide action plan under Saskatchewan's French-language Services Policy and its Canada-Saskatchewan Agreement on French-language Services.
- The OFLC continues to contribute to a strong sense of community and has maintained its consultative activities with Francophone stakeholders either through its formal committees or by participating in a series of community meetings and events.

Develop and implement a promotional campaign to better inform citizens of the availability of French-language services and to support ministries, Crown corporations and agencies in their implementation of the French-language Services Policy.

- The OFLC is fulfilling its promise to inform citizens and has prepared an active offer of services campaign under the "Bonjour!" word mark for use by ministries who currently deliver French-language services. The initiative will be launched in the fall of 2009.

- The OFLC has also fulfilled its promise and has increased French-language content on the Government of Saskatchewan's web sites through an increase in translation of public documents.

Integrate the use of translation management software in order to support additional French-language services.

- The translation process has been streamlined through the use of document management software that allows for more effective administration.
- This software also includes an on-line translation portal that is more responsive to client needs.

Measurement Results

Volume of translations in support of French-language services

- The OFLC has increased its translation volume by 11.5 per cent while maintaining expenditures.

Per cent of targeted ministries with a current action plan

- The percentage for targeted ministries with current action plans has moved from 11 to 100 per cent.

Per cent of targeted ministries with a consultative committee

- The percentage of targeted ministries with consultative committees has remained at 44 per cent.

French-language Services	2006-07	2007-08
Volume of translations (number of weighed translated words)	771,706	861,015
Targeted ministries with a current action plan	1	9
Targeted ministries with a consultative committee	4	4

Data Source: Actual data files as maintained by the ministry.

2007-08 Financial Overview

The financial results below reflect the Office of the Provincial Secretary's portion of the former Department of Government Relations. The administrative costs for the ministry are included in the Ministry of Municipal Affairs, as the Office of the Provincial Secretary has entered into a shared service arrangement with the Ministry of Municipal Affairs rather than establish an independent

administrative function within its ministry. A complete report of the financial results for the entire former Department of Government Relations can be referenced in conjunction with the information contained in the 2007-08 Annual Reports from the new Ministries of Municipal Affairs and Intergovernmental Affairs, and the Ministry of Highways and Infrastructure.

Expenditures

The following table summarizes budgeted versus actual expenditures by subvote and subprogram. Variance explanations are provided for all variances that are greater than 5 per cent and \$100,000.

<i>in thousands of dollars</i>			
Subvote/Subprogram	Original Estimates	Actual Expenditures	Variance Over/ (Under)
Central Management and Services	\$ 0	\$ 16	\$ 16
Provincial Secretary	\$ 2,525	\$ 2,734	\$ 209
Lieutenant Governor's Office	492	568	76
Office of Protocol and Honours	1,115	945	(170) ¹
Government House	483	556	73
Office of French-language Co-ordination	435	665	230 ²
Total Appropriation and Expenditures	\$ 2,525	\$ 2,750	\$ 225
Capital Assets	\$ 0	\$ 1	\$ 1
Capital Asset Acquisitions	0	0	0
Capital Asset Amortization	0	1	1
Total Appropriation and Expenses	\$ 2,525	\$ 2,751	\$ 226

Explanations of Major Variances

- 1 Lower than anticipated salary payments as a result of vacant positions and miscellaneous operating under-expenditures.
- 2 Over-expenditure is primarily related to the national co-ordination function to host the Ministerial Conference on the Canadian Francophonie (MCCF), which is entirely offset by revenue received from the national body into the General Revenue Fund.

Revenues

The ministry's major revenue relates to agreements with the federal and other governments. All revenue collected is deposited in the General Revenue Fund. A summary of the ministry's 2007-08 budgeted revenue compared to actual revenue is presented below. Variance explanations are provided for all variances that are greater than \$100,000.

<i>in thousands of dollars</i>				
Revenue Category	Budget	Actual Revenue	Variance Over/ (Under)	
Other Licenses and Permits	\$ 6	\$ 3	\$ (3)	
Property and Building Rental	6	3	(3)	
Sales, Service, Service Fees	\$ 4	\$ 8	\$ 4	
Authenticating Fees	4	5	1	
Other Service Fees (MCCF – Management and Collection)	0	3	3	
Transfers from Other Governments	\$ 0	\$ 224	\$ 224	
OFLC – National Co-ordination Function (MCCF)	0	224	224	¹
Transfers from the Federal Government	\$ 280	\$ 305	\$ 25	
Canada-Saskatchewan Agreement on French-language Services	280	285	5	
Canada-Saskatchewan Agreement on French-language Services – Special Projects	0	20	20	
Total Revenue	\$ 290	\$ 540	\$ 250	

Explanation of Major Variances

- The increased revenue is related to Saskatchewan's commitment to assume the national co-ordination function to host the Ministerial Conference on the Canadian Francophonie (MCCF). This revenue has been received from the province of New Brunswick, which is presently acting as the signatory provincial/territorial government.

Financial Accountability Statement

The Office of the Provincial Secretary is responsible for ensuring:

- public accountability for government finances entrusted to the ministry;
- fiscally responsible management of its resources and financial affairs;
- compliance with existing legislation and regulations;
- systems and controls are in place to safeguard public assets; and
- appropriate results are reported to the public and the legislature.

There are a number of external controls in place to monitor these responsibilities, including the following:

Audited Results – The Provincial Auditor's Office has legislative responsibility to audit Municipal Affairs. Audit conclusions are published in a report to the Legislative Assembly of Saskatchewan. If a deficiency is reported by the Provincial Auditor, the ministry may be called to appear before the Public Accounts Committee of the Legislature.

Accountable to Legislature – The ministry's annual budget is detailed in the Saskatchewan Provincial Budget Estimates. The ministry is called to appear before a Legislative Committee to defend the ministry's budget estimates.

Public Reporting – Expense and revenue details as they pertain to the ministry are published in the ministry's Annual Report and the Public Accounts Volumes 1 and 2.

For More Information

Additional information about the Office of the Provincial Secretary is available at our web site: **www.ops.gov.sk.ca**. The web site includes both general and detailed information about the ministry, its key programs, special studies, and legislation for which the ministry is responsible.

For more information about the ministry, or to provide feedback about our 2007-08 Annual Report or performance results, please contact us at:

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Appendices

Acts and Regulations which are the responsibility of the Office of the Provincial Secretary:

Provincial Secretary

- *The Historic Properties Foundations Act*
- *The Provincial Secretary's Act*
- *The Recognition of John George Diefenbaker Day Act*
- *The Tommy Douglas Day Act*

President of Executive Council

- *The Provincial Emblems and Honours Act*
- *Saskatchewan Protective Services Medal Regulations, 2007*



